> **Project Name: TAP Implementation Committee on Professional Development**
> **Sponsor:** Workforce Training and Education Coordinating Board (Workforce Board)
> **Project Leader: Marty Brown, SBCTC; Kathy di Julio, WWA**

MISSION STATEMENT
The Professional Development Committee will provide professional development opportunities to system staff on TAP's goals and four strategic priorities, while also identifying, developing, and system resources as appropriate.

(*This preliminary mission statement will be refined by the committee.*)

BACKGROUND
The Workforce Board was named by the Governor as Washington's State Workforce Development Board under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The Workforce Board's role is to provide policy recommendations and coordination among the Workforce system's 17 partners (20 plus programs and funding streams), evaluate system effectiveness, and to advocate for policy improvements on behalf of the system. The Workforce Board is responsible for convening system partners to fully implement the state's strategic workforce development plan, Talent and Prosperity for All (TAP) within its four strategic priority areas: enhanced business engagement, access and barrier removal, performance accountability, and integrated service delivery. The Board established six implementation committees to bring the voices of the system's multiple stakeholders and partners together to ensure attainment of TAP's goals.

During the TAP planning process, the need for a group to coordinate the workforce system's professional development strategy and plan became apparent. A task force was charged by the TAP Steering Committee to review online trainings currently used in the system and identify desired elements of a professional development plan for managerial and front-line staff. Following the completion and adoption of the TAP plan, the Board recognized the ongoing need for professional development and charged a committee for that specific purpose.

Strategic Link with TAP
Widespread professional development on TAP's goals and four strategic priority areas—integrated service delivery, accessibility for all, business engagement, and performance accountability—will be essential to seizing WIOA's transformational mandate.

TAP Goals Tied to Strategic Priority
The Business Engagement chapter of TAP contains one goal explicitly tied to professional development:
- Train at least 30 percent of the workforce system's staff on the implementation of sector partnerships.

SCOPE OF COMMITTEE WORK

The TAP Implementation Committee on Professional Development will work with system stakeholders to integrate existing professional development strategies that they currently have and will add to them to support the implementation of TAP's goals.

The Professional Development Task Force charged in the TAP planning process recommended the following considerations for any adopted professional development strategies, for both "management" and "front-line" level staff throughout the workforce system:

Key Elements for ALL Professional Development		
• Training is sustainable within and throughout programs and program budgets • Training is accessible and flexible • Training is face-to-face and on-line/web-based • Training may be a replication of local successes and promising practices • Training is designed to help more people find and keep jobs that lead to economic self-sufficiency, with a focus on disadvantaged populations. • Training is designed to close skill gaps for employers, with a focus on in-demand industry sectors.		
Outcomes for Professional Development Designed for Management-Level Staff • Clear understanding of the WIOA requirements and the impact on the core programs; • Understanding of how to build effective partnerships between and among all core programs; • Clear understanding of outcomes and accountability for all core programs.		**Outcomes for Professional Development Designed for Front-line, One Stops and Partnering Agency Staff** • Increase the system's ability to help people get training, find jobs and move up. • Lead to specific skill sets or credentials

The elements and outcomes above were proposed by the Steering Committee's task force on professional development and will inform this committee's work. The committee will rely on the expertise of partners from across the workforce system to produce a professional development strategy that is useful for the entire system.

SCHEDULE

MILESTONE	START DATE	FINISH DATE
Convene Committee for first meetings	September 2016	October 2016
Develop possible introduction/presentation for statewide TAP implementation convening (Nov. 6&7)	September 2016	November 2016

OUTCOMES AND MEASURES

OUTCOMES	MEASURES OF SUCCESS
Committee Charter adopted by Committee and approved by Workforce Board	• Membership signs agreement to support charter
Desired Outcomes for Professional Development for Management-Level Staff	• Clear understanding of the WIOA requirements and the impact on the core programs; • Understanding of how to build effective partnerships between and among all core programs; • Clear understanding of outcomes and accountability for all core programs.
Desired Outcomes for Professional Development for Front-line, One-Stops and Partnering Agency Staff	• Increase the system's ability to help people get training, find jobs and move up. • Lead to specific skill sets or credentials

COMMITTEE MEMBERSHIP ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY/AUTHORITY
Co-Chairs	• Facilitate committee meetings. • Work with staff to create agendas and work plans. • Represent committee activities and draft recommendations to the Workforce Board. • Facilitate strategies for committee recommendations to community partners and stakeholders. • Create and assign leadership for needed taskforce.
Committee Staff • Part of executive team	• Assist Co-Chairs in developing agenda. • Assist in facilitating meetings, as requested. • Develop and provide support materials, as appropriate. • Speak on behalf of committee, with approval by co-chairs
Membership • Meetings and topic discussions are open to all	• Represent WIOA operating or partner agency interests, or the interests of other system stakeholders.

who want to attend. • Stakeholder participation is valued and encouraged.	• Provide subject matter expertise, as needed. • Present committee recommendations to decision makers for resource or operational approval. • Participate in committee meetings, taskforce and committee work plan activities. • Actively participate in meeting discussions and activities. • Participate in assigned taskforce and subcommittees. • Represent constituency issues. • Communicate committee work to stakeholders for input and feedback.

CONSTRAINTS AND DEPENDENCIES

Work must be coordinated with the other five state Implementation Committees to ensure consistency and continuity in approach. Work must be in accordance with local strategic plans and the state TAP Plan.

COMMITTEE MEMBERSHIP

Executive Lead:
- Marty Brown, Executive Director, State Board for Community and Technical Colleges
- Kathy di Julio, Executive Director, Washington Workforce Association

Staff Support:
- Patrick Woods, Operations Director, Workforce Training and Education Coordinating Board

Admin. Support:
- TBD

Committee Members/Subject Matter Experts
• Kathy di Julio, Washington Workforce Association
• Marty Brown, SBCTC
• Eric Wolf, Workforce Training and Education Coordinating Board
• Jeanne Bennett, Workforce Southwest Washington WDC
• Marie Bruin, Employment Security Department
• Louisa Erickson, DSHS – Economic Services Administration
• Dot Fallihee, Seattle-King County WDC
• Cheryl Fambles, Pacific Mountain WDC
• Kathy Goebel, SBCTC – Workforce Education

- Caitlyn Jekel, Washington State Labor Council
- Dawn Karber, Spokane Area WDC
- Michael MacKillop, Department of Services for the Blind
- Jennie Weber, Employment Security Department
- Cindy Wilson, SBCTC – BEdA

GOVERNANCE AND GUIDING PRINCIPLES

Core Governance Principles:

- Co-Chairs facilitate discussion and may ask for motions.
- Simple "Roberts Rules" used for motions, and votes.
- All individuals attending meetings are encouraged to participate in discussions.
- Meetings should model accessibility.